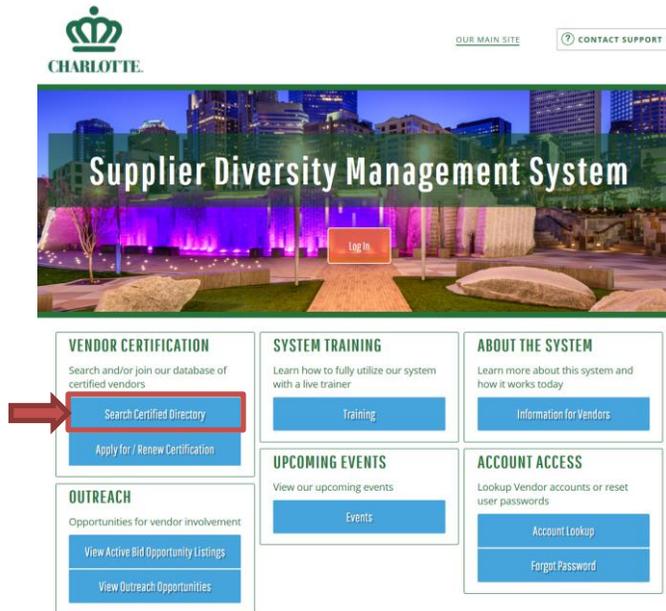


How to Search for a vendor by Ethnicity and Gender while Not Logged into the System

1. Go to <https://charlotte.diversitycompliance.com/>
2. Click on Search Certified Directory



3. Click on Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) to searched City of Charlotte Certified Vendor List

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

} City of Charlotte
Certified Vendor List

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Phone Area Code

Search by Reference

Ethnicity

Gender

4. Scroll down to Search by Reference and click on the drop-down arrow to choose the Ethnicity that you want to search

The screenshot shows a search form with several sections. The 'Search by Reference' section is highlighted with a red arrow pointing to the 'Ethnicity' dropdown menu. The 'Ethnicity' dropdown is currently set to 'Select one or more'. Below it is the 'Gender' dropdown, also set to 'Select one or more'. At the bottom of the form are 'Search' and 'Download Entire Directory' buttons.

Search by Certification Type
Certifications
 Minority Business Enterprise (MBE)
 Small Business Enterprise (SBE)
 Women Business Enterprise (WBE)
 Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
 Disadvantaged Business Enterprise (DBE)
 Historically Underutilized Business (HUB)

Search by Business Name or DBA
Business Name/DBA
Tip: Try just a few letters of the firm's name.

Search by Business Description
Business Description
Tip: Try just a few letters of a keyword.

Search by Commodity Code
Commodity Codes
[Click to Lookup Commodity Codes](#)

Search by Contact Person
Contact Person/Owner
First name
Last name
Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location
City
Zip Code
State
Phone Area Code
Tip: Search for multiple zip codes by separating with commas.

Search by Reference
Ethnicity
Gender
[Search](#) [Download Entire Directory](#)

5. Click on the drop-down arrow to choose the Gender that you want to search

The screenshot shows the same search form as above. The 'Search by Reference' section is highlighted with a red arrow pointing to the 'Gender' dropdown menu. The 'Gender' dropdown is currently set to 'Select one or more'. The 'Ethnicity' dropdown is also visible and set to 'Select one or more'. At the bottom of the form are 'Search' and 'Download Entire Directory' buttons.

Search by Certification Type
Certifications
 Minority Business Enterprise (MBE)
 Small Business Enterprise (SBE)
 Women Business Enterprise (WBE)
 Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
 Disadvantaged Business Enterprise (DBE)
 Historically Underutilized Business (HUB)

Search by Business Name or DBA
Business Name/DBA
Tip: Try just a few letters of the firm's name.

Search by Business Description
Business Description
Tip: Try just a few letters of a keyword.

Search by Commodity Code
Commodity Codes
[Click to Lookup Commodity Codes](#)

Search by Contact Person
Contact Person/Owner
First name
Last name
Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location
City
Zip Code
State
Phone Area Code
Tip: Search for multiple zip codes by separating with commas.

Search by Reference
Ethnicity
Gender
[Search](#) [Download Entire Directory](#)

Note: Each drop down for ethnicity and gender allows you to select the multiple selections at one time

6. Click Search

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

[Click to Lookup Commodity Codes](#)

Search by Contact Person

Contact Person/Owner

First name

Tip: Use the first letter.

Last name

Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Select one or ▼

Phone Area Code

Search by Reference

Ethnicity

All selected ▼

Gender

All selected ▼



Search

Download Entire Directory

7. Click Download Search Result

Search Parameters Edit Parameters Clear Parameters

Certifications	Minority Business Enterprise (MBE) Small Business Enterprise (SBE) Women Business Enterprise (WBE)
Ethnicity	Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American
Gender	Female, Male

Search Again Download Search Results

Search Results 949 firms with 1172 certifications found
Click the certification type for contact information and certification details

Vendor	Location	Certification
25/27 Cleaning Services, LLC	Charlotte, NC	MBE SBE
3DESIGNWORX LLC	CHARLOTTE, NC	SBE WBE

**Note, search parameters that you chose are displayed above*

8. Check "I'm not a robot" box

Search Parameters Edit Parameters Clear Parameters

Certifications	Minority Business Enterprise (MBE) Small Business Enterprise (SBE) Women Business Enterprise (WBE)
Ethnicity	Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American
Gender	Female, Male

Search Again Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

I'm not a robot  [Privacy - Terms](#)

8. Complete the security question that is presented

Search Parameters Edit Parameters Clear Parameters

Certifications: **Minority Business Enterprise (MBE)**
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

Ethnicity: **Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American**

Gender: **Female, Male**

Select all squares with **stairs**
If there are none, click skip

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

Search Results

Vendor
25/27 Cleaning Services, LLC
3DESIGNWORX LLC

with 1172 certifications found
Click here for contact information and certification details

Certification
[MBE](#)
[SBE](#)
[WBE](#)

SKIP

9. Complete the next security question (if it appears) and put a check mark in "Include Commodity Codes in download" and click 'Download to Excel'

Search Parameters Edit Parameters Clear Parameters

Certifications: **Minority Business Enterprise (MBE)**
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

Ethnicity: **Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American**

Gender: **Female, Male**

Search Again Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

I'm not a robot reCAPTCHA Privacy - Terms

To download this export you must enter the following code exactly as it appears:

Enter **Ny5aCDG** here (case sensitive):

Include Commodity Codes in download

Download to Excel Download to CSV Cancel

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

I'm not a robot reCAPTCHA Privacy - Terms

To download this export you must enter the following code exactly as it appears:

Enter **Ny5aCDG** here (case sensitive):

Include Commodity Codes in download

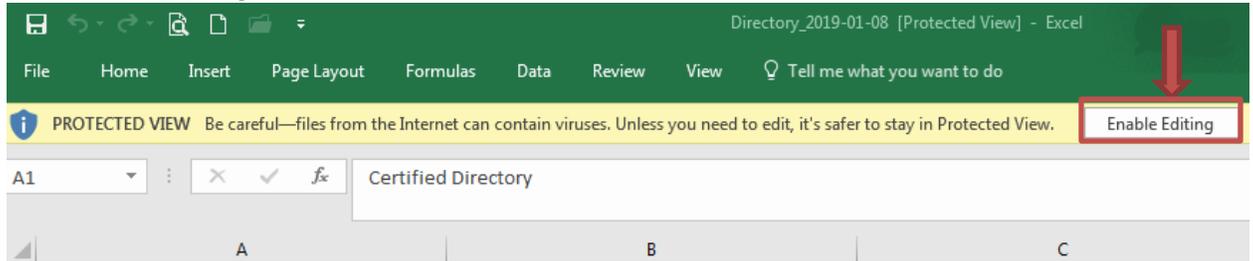
Download to Excel Download to CSV Cancel

10. Click "Open"



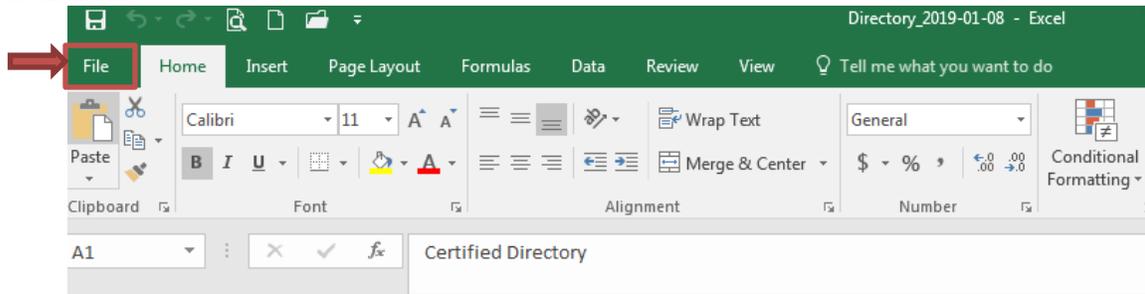
11. A Microsoft Office Excel Workbook will appear

12. Click "Enable Editing"

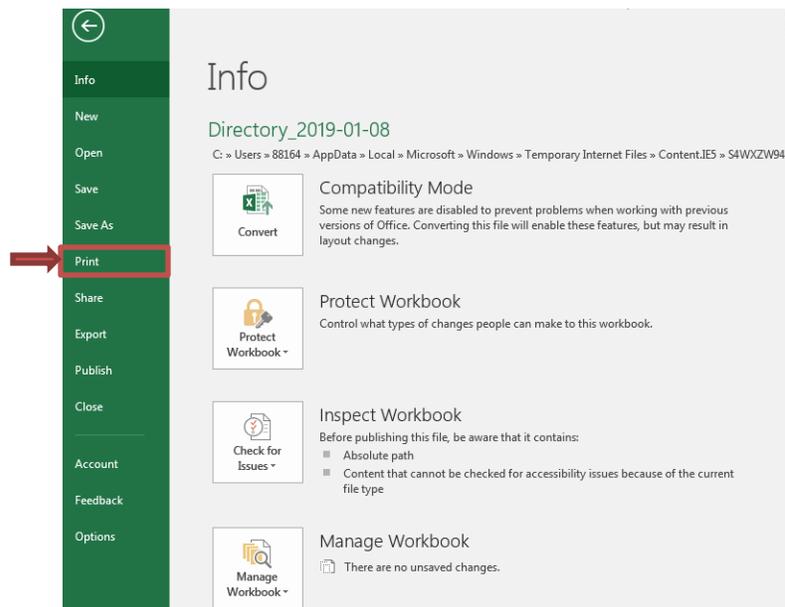


13. Format the Excel Worksheet for viewing

14. Click File



15. Click Print



16. Click Print

←

Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Feedback

Options

Print

Copies: 1

Print

Printer

City_Of_Charlotte_Secure_Pri...
Ready: 419 documents waiting
[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print on Both Sides
Flip pages on long edge

Collated
1,2,3 1,2,3 1,2,3

No Staples

Portrait Orientation

Letter (8.5" x 11")
8.5" x 11"

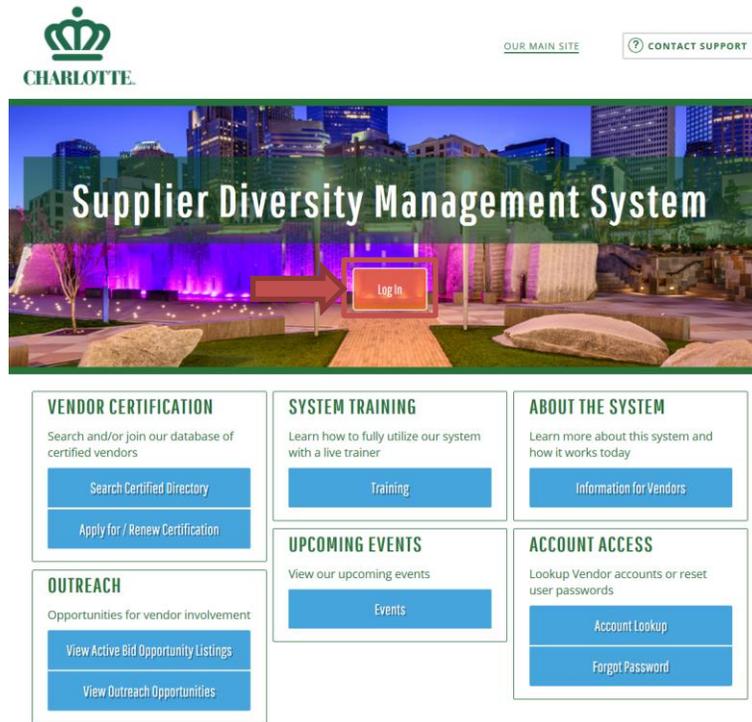
Custom Margins

No Scaling
Print sheets at their actual size

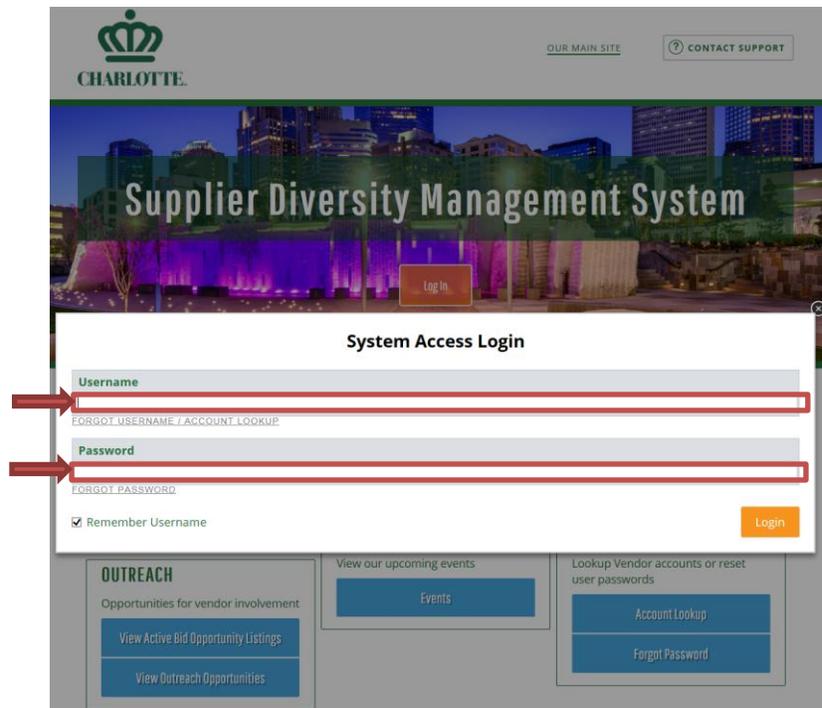
[Page Setup](#)

How to Search for a vendor by Ethnicity and Gender while Logged into the System

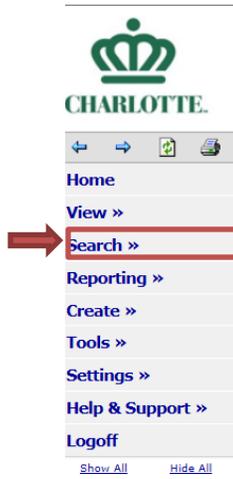
1. Go to <https://charlotte.diversitycompliance.com/>
2. Click Log In



3. Type in your Username and Password Credentials



4. Click on "Search" on the left side of the screen



5. Click Certified Vendors



6. Click on the drop-down box on "Certification"

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[City of Charlotte], [North Carolina Unified Certification Program], [State of North Carolina] 

Directory match option: Match ANY certification type selected above

CERTIFICATION ACTION Select one or more

CERTIFICATION STATUS All (certified, pending, expired, other)

Optional Process Step: All

Optional Date Range: to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.

Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.

Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER Select one or more

INCLUDE EXPANSIONS Include expansion records in search results

Advanced Search Parameters

ETHNICITY Select one or more

GENDER Select one or more

VENDOR STATUS All Vendors

SITE VISIT -- Select Option -- a site visit between to and (mm/dd/yyyy) for any purpose

COUNTY Select one or more

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Additional Vendor Fields

VENDOR REFERENCE NUMBER

Separate numbers with comma to search multiple at the same time.

Search First 20 Matches Search All Matches Clear Form

7. Check only the boxes under "City of Charlotte"

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

CERTIFICATION ACTION

CERTIFICATION STATUS

ASSIGNED CERTIFICATION OFFICER

INCLUDE EXPANSIONS

[City of Charlotte]

[Select all]

City of Charlotte

Minority Business Enterprise (MBE)

Small Business Enterprise (SBE)

Women Business Enterprise (WBE)

North Carolina Unified Certification Program

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)

Disadvantaged Business Enterprise (DBE)

State of North Carolina

Historically Underutilized Business (HUB)

Select one or more

Include expansion records in search results

processing record) search

h filter.

Advanced Search Parameters

ETHNICITY Select one or more

GENDER Select one or more

VENDOR STATUS All Vendors

SITE VISIT -- Select Option -- a site visit between and (mm/dd/yyyy) for any purpose

COUNTY Select one or more

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Additional Vendor Fields

VENDOR REFERENCE NUMBER

Separate numbers with comma to search multiple at the same time.

Search First 20 Matches Search All Matches Clear Form

8. Click on the drop-down box for Ethnicity and choose all options that you want exported (multiple selections can be made)

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.
[City of Charlotte]

Directory match option:
Match ANY certification type selected above

CERTIFICATION ACTION
Select one or more

CERTIFICATION STATUS
All (certified, pending, expired, other)

Optional Process Step: All

Optional Date Range: to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.
 Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.
 Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER
Select one or more

INCLUDE EXPANSIONS
 Include expansion records in search results

Advanced Search Parameters

ETHNICITY  Select one or more

GENDER

VENDOR STATUS

SITE VISIT

COUNTY

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

[Select all]
 African American
 Asian American
 Asian Pacific American
 Asian Indian American
 Caucasian
 Latino/Hispanic American
 Native American
 Other

and (mm/dd/yyyy)

Additional Vendor Fields

VENDOR REFERENCE NUMBER
Separate numbers with comma to search multiple at the same time.

Search First 20 Matches Search All Matches Clear Form

9. Click on the drop-down box for Gender and choose all options that you want exported (multiple selections can be made)

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.
[City of Charlotte]

Directory match option:
Match ANY certification type selected above

CERTIFICATION ACTION
Select one or more

CERTIFICATION STATUS
All (certified, pending, expired, other)

Optional Process Step: All

Optional Date Range: to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.
 Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.
 Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER
Select one or more

INCLUDE EXPANSIONS
 Include expansion records in search results

Advanced Search Parameters

ETHNICITY All selected

GENDER Select one or more
 [Select all]
 Male
 Female

VENDOR STATUS

SITE VISIT a site visit between and (mm/dd/yyyy)

COUNTY Select one or more

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Additional Vendor Fields

VENDOR REFERENCE NUMBER
Separate numbers with comma to search multiple at the same time.

Search First 20 Matches Search All Matches Clear Form

10. Click "Search All Matches"

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.
[City of Charlotte]

Directory match option:
Match ANY certification type selected above

CERTIFICATION ACTION
Select one or more

CERTIFICATION STATUS
All (certified, pending, expired, other)

Optional Process Step: All

Optional Date Range: to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.
 Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.
 Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER
Select one or more

INCLUDE EXPANSIONS
 Include expansion records in search results

Advanced Search Parameters

ETHNICITY All selected

GENDER All selected

VENDOR STATUS All Vendors

SITE VISIT -- Select Option -- a site visit between and (mm/dd/yyyy)
for any purpose

COUNTY Select one or more

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Additional Vendor Fields

VENDOR REFERENCE NUMBER
Separate numbers with comma to search multiple at the same time.



11. Click "Export"



Search: Certified Vendors

Help & Tools

Users Vendors Contracts Concessions Proposals Outreach Payments

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort click column title. To filter click drop down menu.

- Home
- View »
- Search »
 - Vendors
 - Certified Vendors
 - Users
 - Contracts
 - Concessions
 - Outreach Campaigns
 - PO Payments
 - Proposals
 - Certification Apps
 - Search Results »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logoff
 - [Show All](#)
 - [Hide All](#)

Business Name	Location	Phone Number	Agency & Type	Status	Actions
25/27 CLEANING SERVICES, LLC	CHARLOTTE, NC	704-999-0070	Charlotte MBE	Active	Go To ... 20283721
3DESIGNWORX LLC	CHARLOTTE, NC	704-813-3688	Charlotte SBE	Active	Go To ... 20533880
			Charlotte WBE	Active	
A & C ELECTRICAL SERVICES	GASTONIA, NC	980-522-1732	Charlotte SBE	Active	Go To ... 20283724
A & D EXPRESS TRUCKING	GASTONIA, NC	704-430-8205	Charlotte MBE	Active	Go To ... 20751834
			Charlotte SBE	Active	
A & H EXCAVATING & GRADING	MONROE, NC	980-313-8004	Charlotte SBE	Active	Go To ... 20802199
A & J MASONRY, INC.	CHARLOTTE, NC	704-400-9469	Charlotte SBE	Active	Go To ... 20472804
A & W ELECTRIC, INC.	CHARLOTTE, NC	704-333-4986	Charlotte SBE	Active	Go To ... 20283725
A + POWER SWEEPERS & PRESSURE WASHING	CHARLOTTE, NC	704-921-6732	Charlotte SBE	Expired	Go To ... 20283726
A DESIGN COMPANY	CHARLOTTE, NC	704-910-0113	Charlotte SBE	Active	Go To ... 20472805
A PINCH OF SOUL	CHARLOTTE, NC	704-891-5009	Charlotte SBE	Active	Go To ... 20518220
A SEED OF TRADES	CHARLOTTE, NC	704-819-9736	Charlotte SBE	Active	Go To ... 20490003
A-1 QUALITY INSULATING SERVICE	CHARLOTTE, NC	704-331-9294	Charlotte MBE	Active	Go To ... 20318441
			Charlotte MBE	Expired	
A.L.R. ARCHITECTURE	CHARLOTTE, NC	704-348-2699	Charlotte MBE	Active	Go To ... 20283729
			Charlotte SBE	Active	
			Charlotte SBE	Deactivated	
A1 GLASS & ALUMINUM	CHARLOTTE, NC	704-528-0541	Charlotte MBE	Active	Go To ... 20534833
A1 PRECISION FENCE COMPANY, INC.	CHARLOTTE, NC	704-588-4774	Charlotte SBE	Active	Go To ... 20267423
AAC-ENTERPRISE LLC.	CONCORD, NC	704-788-1922	Charlotte MBE	Active	Go To ... 20256499
			Charlotte SBE	Active	
ABC DUMP TRUCKING	WAXHAW, NC	704-773-8621	Charlotte SBE	Expired	Go To ... 20437656
ABRAM CONSTRUCTION INC	CONCORD, NC	704-392-4002	Charlotte MBE	Active	Go To ... 20236201
			Charlotte SBE	Active	
ABSOLUTE CLEANING & RESTORATION	CHARLOTTE, NC	704-299-8706	Charlotte MBE	Active	Go To ... 20236203
			Charlotte SBE	Active	
			Charlotte MBE	Deactivated	
ABUNDANT CLEANING	CHARLOTTE, NC	502-718-2912	Charlotte MBE	Active	Go To ... 20437658
			Charlotte SBE	Pending	

1 - 20 of 1068 records displayed: Page 1 > Next Page

Message

12. Scroll through the list and select any parameters that should be exported in your search and click “Export Records”

Vendor Fields

Business name always included in export. [Select All](#) [Unselect All](#)

<input type="checkbox"/> DBA Name	<input type="checkbox"/> General Business Description
<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Primary Owner
<input checked="" type="checkbox"/> Fax	<input type="checkbox"/> Date Established
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Date Incorporated
<input type="checkbox"/> Address	<input type="checkbox"/> Full Time Employees
<input type="checkbox"/> City	<input type="checkbox"/> Part Time Employees
<input type="checkbox"/> State/Province	<input type="checkbox"/> FEIN
<input type="checkbox"/> Zip Code/Postal Code	<input type="checkbox"/> System Vendor Number
<input type="checkbox"/> Website	

Fields below will take longer to export. [Select All](#) [Unselect All](#)

<input type="checkbox"/> County	<input type="checkbox"/> Company Ethnicity
<input type="checkbox"/> Company Type	<input type="checkbox"/> Company Gender
	<input type="checkbox"/> External Reference Numbers

Certification Fields

One record per firm (certification fields below will not be included in export) [Select All](#) [Unselect All](#)

One record per certification

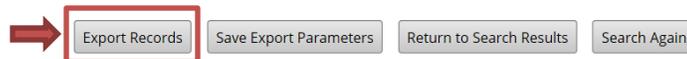
<input checked="" type="checkbox"/> Certifying Agency	<input checked="" type="checkbox"/> Certification Date
<input checked="" type="checkbox"/> Certification Type	<input checked="" type="checkbox"/> Certification Renewal
<input checked="" type="checkbox"/> Certification Action	<input checked="" type="checkbox"/> Certification Expiration
<input checked="" type="checkbox"/> Certification Status	<input type="checkbox"/> Certification Number
<input type="checkbox"/> Approval Date	<input type="checkbox"/> Certified Description

Advanced Fields - Included only for certifications processed by this organization. [Select All](#) [Unselect All](#)

<input type="checkbox"/> Application Date	<input type="checkbox"/> Denied - Status & Date
<input type="checkbox"/> Assigned to Staff - Status & Date	<input type="checkbox"/> Denied Letter - Status & Date
<input type="checkbox"/> Gross Receipts Review - Status & Date	<input type="checkbox"/> Decertified - Status & Date
<input type="checkbox"/> Personal Net Worth Review - Status & Date	<input type="checkbox"/> Decertified Letter - Status & Date
<input type="checkbox"/> Eligibility Requirements - Status & Date	<input type="checkbox"/> Appealed - Status & Date
<input type="checkbox"/> Screening of Supporting Documents - Status & Date	<input type="checkbox"/> Appeal Receipt Letter - Status & Date
<input type="checkbox"/> Document Request Letter - Status & Date	<input type="checkbox"/> Appeal Decision - Status & Date
<input type="checkbox"/> Document Verification Letter - Status & Date	<input type="checkbox"/> Appeal Decision Letter - Status & Date
<input type="checkbox"/> Desk Audit - Status & Date	<input type="checkbox"/> Pending Graduation - Status & Date
<input type="checkbox"/> Information Request Letter - Status & Date	<input type="checkbox"/> Graduation Letter - Status & Date
<input type="checkbox"/> To Committee/Board - Status & Date	<input type="checkbox"/> Graduation - Status & Date
<input type="checkbox"/> Final Decision - Status & Date	<input type="checkbox"/> Graduation Reason
<input type="checkbox"/> Final Decision Reason	<input type="checkbox"/> Withdrawn - Status & Date
<input type="checkbox"/> Final Decision Comments	<input type="checkbox"/> Withdrawn Letter - Status & Date
<input type="checkbox"/> Data Input - Status & Date	<input type="checkbox"/> Deactivated - Status & Date
<input type="checkbox"/> Data Input Comments	<input type="checkbox"/> Renewal/Recertification Letter - Status & Date
<input type="checkbox"/> Published to Directory - Status & Date	<input type="checkbox"/> Certified Since
<input type="checkbox"/> Published to Directory Comments	<input type="checkbox"/> Expiration Setting
<input type="checkbox"/> Approved - Status & Date	<input type="checkbox"/> (Auto) Extension Data
<input type="checkbox"/> Approval Letter - Status & Date	

Fields below will take longer to export. [Select All](#) [Unselect All](#)

<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Commodity Codes with Descriptions
<input type="checkbox"/> Gender	<input type="checkbox"/> Certification Officer/Analyst
<input type="checkbox"/> Commodity Codes	<input type="checkbox"/> System Certification ID

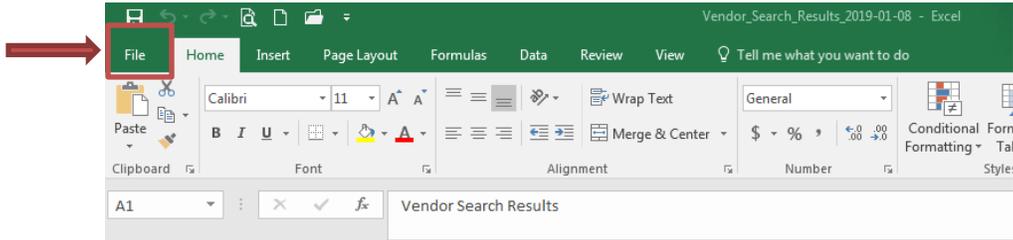


13. Click Open

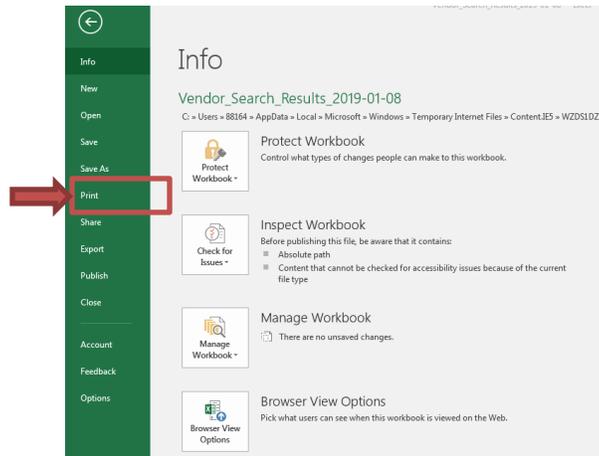


14. Format Excel Worksheet to your viewing preference

15. Click on 'File'



16. Click "Print" located on the left side of the screen



17. Click "Print"

